

EXHIBIT 33

Absentee/Mail-In Signature Matching Procedures

- Separate your envelopes by Mail-In and Absentee
- In Sure, click on the “Reports” tab
- Click on “Record Mailings”
- Select letter type
 - Absentee Ballot Label
 - Mail-In Ballot Label
- Select response type
 - Record-Ballot Returned
- Check the box next to auto record
- Place your cursor in the box under “Bar Code”
- Using your handheld scanner, scan the barcode located on the front or back of envelope
- When the voters information comes up on the screen:
 - Check off the envelope as a double-check
 - Ensure that the information on the screen matches the information notated above the barcode
 - Check the signature to ensure that it matches what is on file
- If the signature matches, place the envelope in the “Scanned ballots bin” so that it can be sorted into the correct precinct to await central scan
- If the signature DOES NOT match:
 - Click the “Clear Last Response” button
 - “Clear only the last response” box will come up, click “OK”

If a signature does not match

- Look the voter up in “Correct Voter”
 - Check “Documents” to see if there is anything scanned in with a matching signature
 - If there is, capture the signature to update it
 - Check “Votes” tab to see the last time they voted
 - If it was within the last two years, check the poll books for a signature match
 - If signature in poll books matches the signature on the envelope, scan the update signature into SURE
- Set envelope aside to be double-checked by a supervisor
- If the supervisor still cannot match the signature, the supervisor will check the voter record and absentee application for a phone number and/or email address
 - If there is contact information, reach out to the voter to explain the signature mismatch.
 - Either send new ballot or send voter verification letter
 - Notate on envelope initials, date, and which you are doing per voters request
 - If you cannot get ahold of the voter, send the a voter verification letter
 - Scan copy of letter into voter record
 - Keep a copy of letter with ballot

Ballot Inquiries

Ballot inquiries are sent in to a mailbox reserve specifically for voters looking to get information regarding their ballot and are submitted online at the Chester County Voter Services website.

- From Outlook, check out the section labeled “Ballot Info”
- Start with the earliest inquiry received
- Call the voter to assist them with their inquiry
- Move the email to the “Resolved emails” folder

Missing Signatures

- Look the voter up in Correct Voter
 - Check voter registration and absentee/mail-in app for contact information
- If there is contact information, reach out to voter with the following method of reconciling:
 - Voter can come in and sign ballot envelope with identification
 - Ballot label can be cancelled and a new ballot can be mailed out
- If no contact information, send voter a missing signature letter asking them to contact our office.
- To cancel a ballot label for missing signature:
 - Click on “Reports” tab
 - Click on “Record Mailings”
 - Letter type
 - Absentee Ballot Label
 - Mail-In Ballot Label
 - Response Type
 - Canc – No Signature
 - Check the box next to auto record
 - Place your cursor in the box under “Bar Code”
 - Using your handheld scanner, scan the barcode located on the front or back of envelope

Undeliverable ballots

- Click on “Reports” tab
- Click on “Record mailings”
- Letter type
 - Absentee Ballot Label
 - Mail-In Ballot Label
- Response Type
 - Canc – Undeliverable
- Check the box next to auto record
- Place your cursor in the box under “Bar Code”
- Using your handheld scanner, scan the barcode located on the front or back of envelope

- From the main SURE screen, click on “Correct Voter” tab
- Search the voter by name
- Check voter record and/or absentee/mail-in application for contact information
- Reach out to voter to notify them of undeliverable ballot and verify address
 - Update any changes that need to be made
 - Resend ballot out to voter
 - Notate on envelope method of contact, date, initials, and outcome
 - Resent per voter, left vm, sent email etc.